

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

CHAPTER		POLICY NUMBER	
045Z DES Population Statistics		045Z 05-04-1 Index	
SUBJECT		ARTICLE	
04.C Guidelines, Newly Incorporated Place Estimates		05 Estimates Procedures	
		REVISION	EFFECTIVE DATE
		1	10-03-05

**045Z 05-04-1  
Index of Topics**

PURPOSE	045Z 05-04-1.A
AUTHORITY	045Z 05-04-1.B
GUIDELINES, NEWLY INCORPORATED PLACES	045Z 05-04-1.C

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**045Z 05-04-1****A. PURPOSE**

To provide documentation which describes the guidelines for newly incorporated places

**B. AUTHORITY**

A.R.S § 41-1954 A14, A15

**C. GUIDELINES FOR NEWLY INCORPORATED PLACES**

DES will prepare a current population estimate for newly incorporated places that do not conduct a Special Census if the following information is provided:

1. Information provided to the jurisdiction from the Census Bureau:
  - a. Census Bureau Certification Letter of Census 2000 population
  - b. New Boundaries (as of the day of incorporation) Block Data with Total and Vacant Units, Total Population, and Group Quarters Population
2. Building permit completions by unit type and residential demolitions by quarter from the third quarter of 1999 to the second quarter of the current year estimates. For example July 1, 2004 estimates require data from the third quarter of 1999 to the second quarter of 2004. (Source: county)
3. If there were annexations between the incorporation date and the date of the requested estimate, DES will need an official letter explaining the method used to calculate the number of units annexed (assuming residential units were annexed).
4. If Group Quarters were annexed between the incorporation date and the date of the requested estimate, DES will need a certification letter from the highest management official of the institution with the following information: name and address of the institution, current number of residents (not the number of beds), date it opened, facility type, and management official phone number.

For newly incorporated places that conducted a Special Census, the following information should be provided to DES:

- a. Census Bureau Certification Letter
- b. Special Census date
- c. Total Housing Stock and Vacant Units
- d. Total Population
- e. Persons per Household
- f. Persons in Group Quarters
- g. Items 2 through 4 above, if applicable

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